

New Faculty Canvas Course Launch Workshop

Full-Day, Hands-On Course Setup and Readiness Training • 8:00 a.m.–4:30 p.m.

Purpose. Prepare new faculty to build a functional, student-ready Canvas course foundation through brief demonstrations, guided work in assigned courses, verification, and individualized support.

Proposed Schedule

Time	Session	Primary Focus
8:00–8:20	Welcome and Readiness Check	Goals, working course, priority needs
8:20–8:50	Getting Started in Canvas	Access, browsers, tabs, saving, sandboxes, edits
8:50–9:20	Canvas Tour and Student View	Core areas; published vs. unpublished; student perspective
9:20–9:30	BREAK	
9:30–10:40	Course Kickstart Lab	Settings, navigation, schema, gradebook weights, census, Simple Syllabus
10:40–10:50	BREAK	
10:50–11:25	Student Starting Point	Home page, welcome, Start Here, syllabus, opening announcement
11:25–12:00	Modules, Files, and Student Experience	Organization, naming, dates, locks, publication, cleanup
12:00–1:00	LUNCH	
1:00–1:35	Creating and Editing Canvas Content	RCE, links, images, files, basic accessibility checks
1:35–2:20	Assignments, Discussions, Quizzes, Rubrics	Instructions, submission, grading, dates, options, SpeedGrader
2:20–2:30	BREAK	
2:30–3:00	Communication and Grading Tools	Announcements, Inbox, grade views, feedback
3:00–3:25	Canvas-Connected Technology	Panopto, supported synchronous tools, external platforms
3:25–4:15	Course Readiness Lab	Individualized course work and first-week readiness
4:15–4:30	Closing and Follow-Up Plan	Completed work, remaining priorities, support, next steps

Objectives

- Access, navigate, and safely edit assigned courses.
- Configure essential course, grading, visibility, and date settings.
- Create a clear student starting point and organized first module.
- Create or revise common Canvas elements and verify in Student View.
- Complete a readiness check and identify follow-up needs.

Workshop Method

Demonstrate → Explore → Build → Verify → Support

5 Ws check: What? Why? Where? When? Who?

Expected Outcomes

- Functional navigation and essential settings
- Accessible syllabus location and clear starting point
- Organized, published first module
- At least one correctly configured activity
- Appropriate dates, grading, availability, and publication
- Initial announcement or course message
- Student View review
- Readiness checklist and follow-up plan

Follow-Up Open Lab

A later onboarding day may include morning institutional sessions followed by a staffed afternoon lab for continued course building and individualized support.

Approval Requested

- Full-day hands-on structure
- Schedule and participant outcomes
- Guided practice and course-lab format
- Adequate facilitator staffing
- Follow-up open lab

Scope

Practical Canvas course setup and readiness. The day is not a pedagogy, course-alignment, or comprehensive instructional-design workshop.